Orientation letter for PHOTO 150 – Cameras & Composition

Dear Student:
I would like to welcome you to the photography course Cameras and Composition.

Course Purpose and Description: This course provides a practical hands-on introduction to digital and 35mm SLR photography. It introduces the fundamental concepts, terminology, and techniques of photography, including thorough instruction in SLR camera operation, film characteristics, and composition. The fundamental technical and aesthetic principals of photographic processes are addressed.

There are several things you should be aware of before we begin:

1. There are NO face-to-face meetings for this course – it is completely online. It is ESSENTIAL that you read through ALL course materials located on the course Blackboard site. The course Blackboard site will be available beginning the first day of class (please see the schedule of classes for specific date).

2. This is a short-term fast-paced course.

3. Course Blackboard site: http://bb.canyons.edu/ (note there is NO “www”). Your login is your 7 digit COC student ID number: ID #1234567, would login 1234567. Your Password is “student.” Please log into blackboard before the start of class and check your contact info to make sure that the correct email address is listed for you, if this info is incorrect I will have no means of contacting you.

4. For assistance with the Blackboard site: http://www.canyons.edu/Offices/Distance_Learning/ or call 661-362- 3344 or direct your question via e-mail to bbsupport@canyons.edu.

5. The Minimal prerequisite skills required for the students taking this online course are:
   a. Basic computer operations
   b. Word processing skills
   c. Copy and paste between software programs
   d. Email with the ability to include an attachment
   e. High speed internet accessibility
   f. Ability to navigate and research on the internet
   g. Use proper electronic communication, i.e. Netiquette
   h. Knowledge of burning files to and accessing files from CD-ROM
   i. Ability to download image files from a memory card or Photo CD
   j. Ability to communicate clearly in writing using Standard English.
6. You must have access to a film or digital manually adjustable SLR camera as well as imaging viewing software, both of which are necessary for the successful completion of this course. You must use a SLR camera, not a compact camera. If you do not own a SLR camera, the college photo lab, located on the Valencia Campus in Mentry Hall, Room 133, has both film and digital cameras available for 7-day checkout. In order to check out a camera you must present a copy of your class schedule and your valid COC student ID. If are not sure if your camera is capable of manual exposure then stop by the lab for help. This is an SLR camera with manual settings.

![SLR Camera with Manual Exposure](image)

7. All images tuned in for all assignments must be new photographs shot for the specific assignment by you. No work shot before the start of class will be accepted as this class is about learning to take better photographs.

8. All images turned in for assignments shot with a DSLR must be large unaltered JPG files straight from your camera (NO camera RAW images). I will not accept processed or altered images, as this class is about using your camera to take the best photos you can and getting the most from your camera.


![Digital Photography Books](image)

These two books are exactly same book. The book on the right has a cover and information about COC photography classes. The COC book also has the MyArtsLab component which has an additional website that is beneficial, yet optional, for you to use. I do not require the MyArtsLab in our class.
10. Additional online course materials are provided through MyArtsLab by Pearson publishing online site. In order to comply with student authentication requirements the MyArtsLab Online course ID will be provided through Blackboard when the course begins. Do not enter the MyArtsLab access code you purchased through the bookstore until you have acquired the unique course ID from the course Blackboard site. A MyArtsLab code can only be used once.

11. The course will require approximately 10-12 hours of time per week reading and accessing blackboard. Extra time will be spent photographing your assignments.

12. Student E-mail: College of the Canyons provides a student email account for all college business and communication. Please go to http://www.canyons.edu/Offices/Admissions/StudentEmail.asp.

In order to comply with FERPA, any correspondence with the college not coming from your student email account will be disregarded. All course reminders and announcements will be sent through the course site using your COC email accounts. You will miss important information if you forget to check your COC email. Certain e-mail providers will either block or forward emails automatically to a bulk mail folder. Please double check and insure that course email communications are not in your spam folder.

If you have any questions please do not hesitate to email me.
Sincerely,

Donna R. Pattee-Ballard
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